

PRIVATE SCHOOL BUS TRAVEL SERVICE

ST LUKE'S GRAMMAR SCHOOL - BAYVIEW CAMPUS

A Private School Bus Travel Service is provided by the School to transport students to and from St Luke's, and is indicative of the School's ongoing commitment to the care and protection of its students. St Luke's Grammar School, Bayview Campus provides a dedicated Private School Bus Travel Service that picks up and sets down students every morning and afternoon of the School term. This Bus Travel service is provided by CDC Charters (Phone - 1800 473 267).

The buses are air conditioned and equipped with seat belts, which all students are required to wear as a passenger on the bus. The bus is clearly branded as St Luke's Grammar School – Bayview Campus. Children are required to be at the pick-up point at least 10 minutes prior to the approximate time of departure, although occasional traffic conditions may delay arrival at each stop.

For students using the service, the Private School Bus Travel Service **Code of Conduct / Protocols** must be strictly adhered to at all times. (Please refer overleaf to the Code of Conduct / Protocols)

COSTS

The cost will be \$160 per term return, or \$110 for a one-way trip per term. Application may be made for a Bus Pass (AM & PM, AM only or PM only) by completing the Application Form below.

DURATION OF SERVICE

Upon successful Application, the School will consider the use of the Private School Bus Travel Service to be ongoing from the 'identified date of commencement' through each Term, until notice of cessation of the Service is received. In order to withdraw from the Bus Service, two week's prior notice is needed to avoid the next Term's Bus Fee.

ENQUIRES

For all other enquiries regarding the Private School Bus Travel Service, please contact Ms Jane Hughes - (02) 9438 6200 or by email at jhughes@stlukes.nsw.edu.au.

TIMETABLE / ROUTE (Effective Term 1, 2025)

PLACE	MORNING PICK-UP	AFTERNOON DROP-OFF
Avalon - Barrenjoey Road (opposite Careel Bay Tennis Club)	-	3.25pm
Avalon - Barrenjoey Road (Hitchcock Park)	7.55am	3.25pm
Avalon - Barrenjoey Road (Careel Bay Tennis Club)	7.57am	3.23pm
Avalon - Barrenjoey Road (Avalon Surf Club)	8.00am	3.20pm
South Avalon - Barrenjoey Rd (opp Old Barrenjoey Rd)	8.02am	3.18pm
Newport - Barrenjoey Road (Newport Surf Club)	8.05am	3.15pm
Newport - Barrenjoey Road (Newport Shops, Caltex Station)	8.07am	3.13pm
Mona Vale - Barrenjoey Road (near Darley Street)	8.13am	3.07pm
St Luke's Grammar School Bayview Campus	8.20am	3.00pm

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CODE OF CONDUCT / PROTOCOLS - BAYVIEW CAMPUS

The protocols noted below are relevant to students who are passengers using the Private School Bus Travel Service, and their parents / guardians. Safety is a primary concern of St Luke's Grammar School. Parents / guardians and students are asked to observe the protocols to enable the School to operate a safe bus service.

PRIOR TO BOARDING / DEPARTURE:

1. Students are to be ready to board the bus at the designated time.
2. Students are to remain clear of the bus before boarding and on leaving the bus.
3. Students should not cross the road behind or in front of the bus but should wait until a clear view is available in both directions.
4. Parents / guardians are responsible for ensuring that students are safely aboard the bus each morning. If a student misses the bus, parents / guardians are responsible for taking the student to school. Please note that the Private School Bus Travel Service will not wait for students who are late at the pick-up point.

WHEN RIDING ON THE BUS:

5. Students and parents / guardians must comply with all directives on bus safety given by the driver.
6. If a student does not observe all reasonable requests from the bus driver then the student's name will be given to the School and future use of the Private School Bus Travel Service may be suspended or terminated.
7. Students are to fasten seatbelts at all times.
8. Students are to be polite and considerate to other passengers and the driver.
9. For safety reasons, the aisle in the bus must be kept clear at all times.
10. There is to be no standing in the aisles while the bus is moving.
11. If students need to stand to leave the bus, it is a requirement that no-one stands closer to the front of the bus than the second row of seats until the doors open.
12. No part of the passenger, nor any belongings or objects are to protrude outside the bus.
13. Items must not be thrown out of the bus.
14. Use of audio and mobile devices is at the discretion of the driver.
15. Eating and drinking is not permitted on the bus, with the exception of water.

IN GENERAL:

16. Emergency evacuation procedures will be reviewed with passengers at the beginning of each term.
17. If at any time there is a need to evacuate the bus, all personal items must be left on the bus.
18. Any damage caused by passengers will be charged to the parent / guardian.
19. Only students who have applied for and been accepted for the service may be transported on the bus.
20. The school reserves the right to suspend or terminate use of the bus service for passengers who do not abide by these protocols.
21. In case of an emergency call:
 - **School Hours:** Please call St Luke's Grammar School, Bayview Campus: **9979 5755**
 - **Out of School Hours:** Please call CDC NSW (02) **9890 0000**

PRIVATE SCHOOL BUS TRAVEL SERVICE

APPLICATION FORM - BAYVIEW CAMPUS

(One Application Per Student)

STUDENT DETAILS:

Student Name:			
Residential Address:			
Student Mobile Number:			
Date Student Intends to Commence the Private School Bus Travel Service			

THE STUDENT IS IN THE FOLLOWING YEAR GROUP:

<i>Please Tick</i>	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
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THE TYPE OF PRIVATE SCHOOL BUS TRAVEL SERVICE REQUIRED IS:

<i>Please Tick</i>	<input type="checkbox"/> Morning & Afternoon	<input type="checkbox"/> Morning only	<input type="checkbox"/> Afternoon only
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TRAVEL DAYS REQUIRED FOR THE PRIVATE SCHOOL BUS TRAVEL SERVICE:

<i>Please Tick</i>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
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PARENT / GUARDIAN DETAILS:

Parent/Guardian 1 Name:			
Home/Work Phone:		Mobile Phone:	
Email Address:			
Parent/Guardian 2 Name:			
Home/Work Phone:		Mobile Phone:	
Email Address:			

PARENT / GUARDIAN DECLARATION:

I certify that:

- All application details provided by me are true and correct.
- I am aware that I need to give the School 2 week's notice (prior to the end of a Term) if my child no longer requires the Private School Bus Travel Service.
- I will notify the School in writing within seven (7) days of any change of address or circumstances.
- I understand that the Fee charged is a per term Fee and will not be discounted for non-attendance, for one way collections/drop offs or withdrawal of the student prior to term end.
- I accept payment will be due at the commencement of each school term as per the enrolment contract.
- I understand and have discussed the Private School Bus Travel Service "Code of Conduct / Protocols" with my child.

Parent/Guardian Signature:		Date:	
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NOTE:

1. Return completed form to the PA Head of Junior School – St Luke's Grammar School, Bayview Campus
2. Private School Bus Travel must be reapplied for each year (At least two weeks prior to start of the school year)
3. Charges for Private School Bus Travel apply regardless of whether the student actually travels or not.
4. Questions regarding Private School Bus Travel should be directed to the Business Manager or email bayviewoffice@stlukes.nsw.edu.au

PRIVATE SCHOOL BUS TRAVEL APPLICATION PROCESS - BAYVIEW CAMPUS

APPLICATION FOR PRIVATE SCHOOL BUS TRAVEL SERVICE

1. Applications for Private School Bus Travel must be made on the School's official Application for Private School Bus Travel form (one Application form per student). This form must be completed by a parent or guardian of the student(s).
2. Applications for the Private School Bus Travel Service must be reapplied for each year as outlined above.
3. While an Application is a pre-requisite to use the Private School Bus Travel service, it is not a guarantee as places are limited.
4. Applications are to be forwarded to the PA of the Head of Junior School, by hand, by mail or emailed to the Bayview School Office, bayviewoffice@stlukes.nsw.edu.au at least two (2) weeks PRIOR to the commencement of the school year for processing.

ACCEPTANCE

1. The offer of a place on the Private School Bus Travel service will be made only after the signed *Application for Private School Bus Travel* form has been received and processed
2. Confirmation of a placement on the Private School Bus Travel service is conditional upon numbers being available on that bus route.
3. The School will formally notify you in writing / email on the status of your Application with all other relevant details.

FEE SCHEDULE AND PAYMENT

The cost is \$160 per Term (both morning and afternoon service), or \$110 per Term for a one-way trip.

4. Charges for the Private School Bus Travel Service are invoiced on a per Term, per student basis.
5. Families will be invoiced at the beginning of the Term that the travel applies to.
6. Payment for the Private School Bus Travel Service will be due at the commencement of each School Term, together with the Term's School Fees, as per the timeframes indicated on the Enrolment Contract.
7. Charges for the Private School Bus Travel service apply for the full Term, regardless of whether the student actually travels on the bus or not on a particular day.
8. Charges will not be discounted for any reason, including (but not limited to) for non-attendance, for one way collections/drop offs or withdrawal of the student prior to Term end etc.
9. If payment is not received by the due date and the School does not receive an acceptable explanation, then the School reserves the right to remove the child(ren) from using this Bus Service.

WITHDRAWAL FROM PRIVATE SCHOOL BUS TRAVEL SERVICE

10. In the event that a student no longer requires the Private School Bus Travel Service, families are to give the School 2 week's notice of their child's withdrawal from the service, in order to avoid being charged for the following Term.

NOTE

- Applications for Private School Bus Travel Service are available for students from Kindergarten to Year 6.
- Due to DOCS requirements students in Pre-K (Taylor Cottage) are not permitted to travel on the St Luke's Private School Bus Travel Service.